



West University Historic Zone Advisory Board
Tuesday, December 15, 2020 at 6:00PM
Virtual Meeting
Meeting Minutes/Legal Action Report

1. Call to Order/Roll Call

Meeting Opened 6:03 pm

Meeting Secretary: Birkinbine

Board Members Attending: Rusk, Birkinbine, Serra, McDonnell, Turner, Hazelbaker and Fajardo. [Larson excused/absent]

Guests: Taku (COT PDSD), Brown (COT PDSD), Rendon, Martinez, Riley

2. Approval of LAR/Minutes – November 17, 2020 Meeting

Fajardo motioned to approve the Minutes/LAR for the meeting of November 17, 2020. Serra seconded. Motion passed by roll call vote 7-0.

3. Call to Audience

No public comment submitted to COT staff.

4. Reviews

a. HPZ-20-076, 632 N. Jacobus Ave. (T20SACM07860)

Demolition of an existing shed and construction of a new corrugated metal shed with a patina finish. Replace chain link fence with a new corrugated metal fence, 5' tall along the south of the property and 4' tall along the west (front) of the property.

Presentation by property owner, Robin Riley.

Staff Taku indicated there may be an issue with locating the new shed within the setback, however it was noted by the Board that precedence of building within the setback appears to be established within the development zone.

Rusk motioned to recommend approval as presented with the following conditions:

- 1) Front yard fence shall be transparent and at appropriate height per West University Design Guidelines.
- 2) Window frames of new corrugated metal shed shall be steel, windows shall have a vertical emphasis, and glazing shall be glass (not plexiglass) per West University Design Guidelines.

- 3) Water runoff from the roof of the new metal shed shall be retained on the applicant's property and not allowed to drain onto adjacent properties.

Serra seconded motion. Motion passed unanimously by roll call vote, 7-0.

b. HPZ-20-072, 1054/1048 N. 2nd Ave. (T20CM04284) – Zoning Violation (T20DV00804)

Enclose porch to utility room on the northside of 2nd dwelling, re-roofing with shingles, new window screens on both dwellings, rooftop HVAC unit, setback to utility room (north) and side street setback (Jacobus Ave.).

The Board noted that precedence of building within the setback appears to be established on the property itself with the main residence. It was also noted that it appears past modifications have been made to the existing windows – (2) have been removed, (1) opening size reduced, and double hung windows have divided lites.

Back porch enclosure: Serra motioned to recommend approval as presented. Rusk seconded motion. Roll call consisted of aye votes Serra, Birkinbine and Rusk, and nay votes Hazelbaker, Turner, Fajardo, and McDonnell. Motion failed 4 to 3.

Re-roofing, new window screens, HVAC unit, and setbacks: McDonnell motioned to recommend approval as presented with the following conditions:

- 1) COT staff to confirm doors as they currently exist, and window screens are wood per West University Design Guidelines.
- 2) The Board recommends restoring the windows to that shown on the original inventory in size and appearance (1 over 1 double hung with no divided lites).

Fajardo seconded motion. Motion passed unanimously by roll call vote, 7-0.

5. WUHZAB Guidelines

Ongoing agenda item. Discussion of updates included reorganizing sections and reviewing document for possible redundancies with the UDC.

6. Staff Updates - Information Only

None

7. Future Agenda Items

Update to Design Guidelines.

8. Adjournment

McDonnell motioned to adjourn. Fajardo seconded. Motion passed unanimously by roll call vote 7-0. Meeting adjourned at 7:50PM.

Marcellus Rusk, Chair / John Birkinbine, Secretary